

ATTACHMENT #6

VEHICLE REQUESTS

HB 1270 & 2032 (2002) officially established the Fleet Management Program with the purpose of improving fleet management practices of the state. The Fleet Management Program administers the state's vehicle fleet, pre-approves passenger vehicle purchases, and monitors agency compliance with the State Vehicle Policy. This process ensures vehicles under the control of the State are acquired, assigned, used, replaced, and maintained in the most efficient and effective manner to conduct state business. If you have any questions regarding the Fleet Management Program, please contact the Fleet Manager, Cindy Dixon, at Fleet.Management@oa.mo.gov.

In addition to the New Decision Item Form, the attached New Vehicle Request Form must be completed for any vehicle requests. The New Vehicle Request Form must be submitted separate from, but along with, the October 1st budget submission. The Division of Budget and Planning will forward a copy of the forms to the Fleet Manager for review of compliance with the fleet management policy. In addition, the requests for cars should assume cost estimates for a four door mid-size sedan or a compact where appropriate, unless specific justification is provided for some other class of car.

DEPARTMENT BUDGET REQUEST FOR NEW VEHICLE

Department: _____
Division: _____
Fiscal Year: _____

Fund Name	Fund #	Amount
General Revenue		
Federal		
Other		
Total		

Is this request in compliance with the State Vehicle Policy (SP-4) for new vehicle purchases?

_____ Yes _____ No

If no, please explain: _____

(See Fleet Management Policy: <http://www.oa.mo.gov/gs/fm/Sp4VehiclePolicyrevised.doc>)

Year/Make/Model of vehicle requested: _____

Is this an expansion vehicle _____ or a replacement vehicle _____ ?

If replacement, indicate Year/Make/Model and VIN of vehicle to be disposed of.

What is the current odometer reading of the vehicle being replaced? _____

What were the annual miles driven during the last fiscal year? _____

From a policy perspective, why is a new/used vehicle being requested? For what purpose(s) will it be used? Provide additional information if necessary.

If this is an expansion vehicle request, what has changed programmatically and/or what new responsibilities require that such a request be made?

